



Public Information Officer – Middle Tennessee Office of Communications

JOB ANNOUNCEMENT: Public Information Officer (Correctional Communication Officer), Executive Service, Salary Grade 110, Salary Range \$4,120 to \$7,416.

This position will function as the Tennessee Department of Correction's (TDOC) Public Information Officer (PIO) for the Middle Tennessee Region. The individual selected will be responsible for interacting with the public and media on behalf of TDOC and the Director of Communications. The individual selected must be able to travel across the state frequently for interviews and be available seven days a week, 24 hours a day.

Specific responsibilities include:

- Responsible for interacting with the public and media on behalf of the Department and the Director of Communications
- Responsible for the written aspects of the Department of Correction's publications
- Assist in developing marketing campaigns, website elements, printed publications, and electronic communications
- Required to shoot both video and still photography of TDOC programs, facilities, and staff.
- Responsible for editing the images/videos for use in various formats.
- Responsible for ensuring that all publications meet the state branding standards.
- Must be able to turn packages about the Tennessee Department of Correction, compose press releases, create compelling social media posts and write for the TDOC magazine, *The Mission*.
- Responsible for state equipment including operating a state vehicle and maintaining state photography equipment.

This position is assigned to the Middle Tennessee region. The work location will be determined based on the location of the individual selected for the position.

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in journalism, communications, public relations, corporate communications or a similar field.
- Three (3) years' experience related to the responsibilities of this position
- Strong written and oral communication skills
- Possess excellent interpersonal skills
- Be able to prioritize conflicting needs and handle matters expeditiously, proactively, and confidentially

To apply, submit the following to the Neysa Taylor at neysa.taylor@tn.gov by close of business on Monday, May 28, 2018:

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to the minimum qualifications listed above

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.